

The Deputy Director  
Central Intelligence Agency

Executive Registry  
76-10319/6

DD/A Registry  
76-6393

27 DEC 1976

Washington, D.C. 20505

NOTE FOR: DDA

SUBJECT: Agency Imprest Fund Review

Jack:

I have read Jim McDonald's memorandum of 12 November on this subject and am satisfied that imprest funds are necessary, contribute to our efficiency, and that the monthly audits currently conducted provide sufficient accountability. I agree with the recommendations Jim has made but ask that you also begin semi-annual reporting to me on the creation, administration and termination of these funds.



E. H. Knoche

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USE ONLY

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SECRET

Approved For Release 2002/06/13 : CIA-RDP81-00142R000100010001-2

## ROUTING AND RECORD SHEET

(Optional)

DDA Registry

File Accounting  
X O + MP

FROM:

DDCI

EXTENSION

NO.

DDA 76-6393

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO- DDA

No. 5 -

2.

ADDA

Please note Mr. Knoche's brief comment suggesting that he would like semi-annual reporting on the creation, administration and termination of Imprest Funds.

3.

~~DDA~~

Would you please have someone get in touch with the Office of Finance and come up with some agreeable format for making this report. Mike would be interested in seeing what you come up with. (It should be simple)

STATINTL

4.

5.

D/Log

6.

7.

8.

STATINTL

9.

EO-DDA: [ ] :pao (29 Dec 76)  
Distribution:

10. Orig RS - D/Log via ADDA and DDA w/O of Att (DDA 76-6393)

X - DDA Subject w/cy of Att + background (DDA 76-5876, [ ] etc.) STATOTHR

1 - DDA Chrono w/cy of Att

11.

1 - RFZ Chrono w/cy of Att

12.

Att: Memo dtd 27 Dec 76 to DDA fr DDCI re Agency Imprest Fund Review  
Also related material is Delegation of Procurement Authority

13.

14.

15.

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